

NOV 13 1952

MEMORANDUM FOR: Chief, Organization and Methods Services

SUBJECT : Functional Statement for the Office of Training.

1. There is attached hereto the revised functional statement drawn up by the Director of Training which was forwarded to me for my comments.

2. I believe that the general statement of mission of the Director of Training should be written so as to avoid abrogating the responsibilities of the Office of Communications as outlined in CIA [REDACTED]. A suggested version of this statement is attached. With this single exception, I concur in the statement as revised.

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Attachments

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I. MISSION

The Director of Training shall develop and direct Agency training programs, with the exception of those programs within the jurisdiction of the Office of Communications as defined by CIA [REDACTED] represent the Director of Central Intelligence on subjects related to training; participate in the formulation of the policies and plans of the Career Service Board; determine requirements for Agency training facilities in the United States; in accordance with the applicable provisions of Public Law 110 (81st Congress, 1st Session), provide for Agency participation in training programs at appropriate external facilities, public and private, in the United States and abroad; and enforce standards of achievement for Agency personnel in training.

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